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Auth: RM 78-2
Date: 17 NOV 1978 By: [Signature]

13 February 1948

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

ATTENTION: Executive for Administration and Management

Subject : Testing and Classification Programs in OSO

1. Reference is made to the memorandum of the Executive for Administration and Management, dated 5 February 1948, subject as above. This matter has been discussed by the Chief, Personnel Branch, AAM, the Executive Officer and Chief, Personnel Division, OSO, and the following plan of Special Operations is submitted for your information:

a. Testing Program

(1) All OSO stenographic and clerical personnel being initially employed by OSO will be tested for mechanical proficiency by Personnel Branch, AAM. This is not to be construed to include appointments to departmental positions by transfer of overseas personnel from unvouchered funds.

(2) All stenographic and typist personnel of OSO being considered for promotion, change of job or transfer between departmental and unvouchered positions will be tested by the OSO Personnel Division prior to promotion. These tests will be for mechanical proficiency only. Each recommendation submitted to the Director for promotion will bear certification by the Chief, Personnel Division, OSO, or his Deputy, to the effect that employee has successfully passed the test for mechanical proficiency for the grade involved. Employees who have been previously tested and who have successfully completed tests within the job classifications stipulated on the promotion action will not be required to take another examination. Likewise, employees who have successfully completed Civil Service Examinations under the job classification stipulated on the action will not be required to complete further tests.

(3) Tests to be given by OSO will be standard typist and stenographic examinations. The testing materials used will be those utilized for other activities of CIA.

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(4) However, when deemed operationally sound, expedient and for the good of the service, waiver of inadequate test results will be made personally by the Assistant Director of Special Operations. In each case the Assistant Director of Special Operations will personally sign the promotion recommendation as an indication of necessity and desirability for such action.

b. Desk Audits

(1) The Chief, Personnel Division, OSO, or his Deputy, will certify on each 37-3 recommendation for promotion or change in field of responsibility that the individual recommended is performing the duties for the position for which he is recommended. This certification will be made from personal knowledge of the individual and the job which he is performing, or as a result of the desk audit, which will be performed by Chief, Personnel Division, OSO, or his Deputy. The approved job descriptions, as received from the Civil Service Commission, will be used as the official standard for each promotion considered.

DONALD H. GALLOWAY
Assistant Director
Special Operations